



MANUEL S. ENVERGA UNIVERSITY FOUNDATION-CANDELARIA, INC.
Quezon, Philippines

University Gymnasium/S and R Reservation / Rental Application Form

Gymnasium

Sports and Recreational Area

Application date: _____ Rental Date : _____

Applicant: _____

Person in-charge of the event : _____

Application on behalf of: (Business, Individual, Organization - if applicable) _____

Contact Information #: _____

Nature of Event : _____

(Kindly specify: i.e., youth basketball game, karate tournament, meeting, seminar , etc.)

Requested Date(s) and time :

Please indicate any necessary set-up or clean-up time. The start time in your request shall be your official access to the facility. Your end time should be the time you will leave the area. If the event is more than one day, please attach the schedule of dates and time.

DAY : S M T W TH F Sa

Set-Up : _____ Hrs

Event : _____ Hrs

Clean - up : _____ Hrs

Total # of Hours : _____

(Please attach Set-up Details)

Gym/S and R Equipment Required? No Yes (Please select below)

Chairs (Qty: _____) Tables (Qty: _____) Hurricane Fan

Iwata (Qty: _____) Projector Others: _____

Gym/S and R Sound System required? No Yes (Please select below)

Mic (Qty: _____) Speakers Others: _____

Payment Info:

Rental Fee: Facility Php _____ X day Php _____

Rental Fee: Sound sys Php _____ X day Php _____

Energy Fee : Php _____ X hrs (s) Php _____

Rental Fee: Chairs Php _____ X pcs Php _____

Rental Fee: Tables Php _____ X pcs Php _____

Others : Php _____ Total : Php _____